



## IT Procurement Authority & Delegation Policy

EFFECTIVE DATE: 12/05/05

**PURPOSE:** To clarify VITA's statutorily-mandated responsibility for the procurement of information technology (IT) and telecommunications goods and services, to identify situations where CIO approval is required, to specify when VITA may delegate its procurement authority, and to outline the process for purchasing IT goods and services when delegation applies.

**SCOPE:** This policy applies to all executive branch agencies and institutions of higher education, except those explicitly exempted by the *Code of Virginia*.

**STATEMENT OF  
POLICY:**

**Procurement**

A procurement transaction, as described in the *Virginia Public Procurement Act (VPPA)*, includes all functions related to obtaining any goods or services, such as description of requirements, solicitation and selection of sources, preparation of contract, contract signature, and all phases of contract administration.

**VITA's Procurement Authority**

VITA has sole authority to procure all IT and telecommunications goods and services (including general and agency-specific applications) for executive branch agencies and non-exempt institutions, except those explicitly exempted by the Code of Virginia or The Appropriations Act.

If an institution of higher education has signed a Management Agreement for Institutional Performance with the Commonwealth of Virginia, they are not subject to the VPPA or VITA's procurement guidelines.

All agencies can request VITA's assistance with IT procurement services, and all public bodies can utilize statewide contracts developed by VITA.

All IT procurements conducted by VITA are pursuant to the Virginia Public Procurement Act and any VITA-promulgated applicable rule or regulation.

All IT and telecommunications goods and services procured by any executive branch agency or institution pursuant to any Public-Private Education Facilities and Infrastructure Act (PPEA) effort are subject to VITA's procurement authority.

**Procurements Requiring CIO Approval**

In the following instances, CIO approval is required prior to purchasing IT goods or services:

- Procurements exceeding \$100,000
- All Major IT Projects as defined in the Code of Virginia (§2.2-2006)
- Purchases using cooperative procurement agreements (including GSA), regardless of amount.

- Purchases using an online or public auction, regardless of amount.
  - Contact SCM to ensure that there is not an existing statewide contract.
  - If approved, the procurement file must contain documentation demonstrating that the use of the auction was in the public body's best interest.

### **Delegation**

At its discretion, VITA may grant, in writing, some or all of its procurement authority to purchase a specific IT or telecommunications good or service (including an application) to a requesting agency. Delegation may be based on amount or commodity.

### **Delegation Guidelines**

VITA has established the following rules for agencies and non-exempt institutions concerning delegation:

- Purchases of IT goods or services through an existing statewide contract- Authority is delegated for procurements using existing statewide contracts up to \$100,000, with the exception of infrastructure (in-scope) goods and services for executive branch agencies, which are procured by VITA.
- Purchases of IT goods and services not through a statewide contract- Authority is delegated for procurements up to \$50,000, with the exception of IT infrastructure (in-scope) goods and services for executive branch agencies, which are procured by VITA.
- For the purchase of any IT good or service that is not within your agency's delegation authority, contact Supply Chain Management at [scminfo@vita.virginia.gov](mailto:scminfo@vita.virginia.gov) for assistance with your procurement.

### **How To Purchase When Delegation Authority Applies**

- Purchases of IT goods or services available on an existing statewide contract- Use eVA to purchase IT goods or services up to \$100,000 available on an existing statewide contract.
- Purchases of IT goods or services not available on an existing statewide contract- Prior to purchasing, obtain the appropriate number of Quick Quotes using eVA:
  - Up to \$5,000- Quotes shall be solicited from a minimum of one small, women or minority (SWAM) business.
  - Over \$5,000 and under \$50,000- Solicit quotes from four sources including two quotes from SWAM businesses.

#### **AUTHORITY**

#### **REFERENCE:**

Sources of VITA's procurement authority

- §2.2-2012 of the *Code of Virginia*. Addresses procurement of information technology and telecommunications goods and services.
- §2.2-2006 of the *Code of Virginia*. Includes definitions for "information technology," "telecommunications" and "state agency."

- Chapter 43 (*Virginia Public Procurement Act*) of Title 2.2 (*Administration of Government*) of the *Code of Virginia*.

OTHER

REFERENCE:

Sources of VITA's general powers and duties

- Chapter 20.1 (*Virginia Information Technologies Agency*) of Title 2.2 (*Administration of Government*) of the *Code of Virginia*.
- Chapters 981 and 1021 of the *Virginia Acts of Assembly – 2003 Reconvened Session*. VITA's enacting legislation.